



Licensing Division

Application for Municipal License

RETURN TO CITY OF MORGANTOWN 389 SPRUCE ST. MORGANTOWN, WV 26505

BUSINESS NAME: _____

PHYSICAL LOCATION: _____

BUSINESS CLASSIFICATIONS

<input type="checkbox"/> SPECIAL STORE	\$ 5.00	<input type="checkbox"/> REAL ESTATE AGENT	\$ 10.00
<input type="checkbox"/> GENERAL STORE	\$15.00	<input type="checkbox"/> INSURANCE AGENT	\$5.00
<input type="checkbox"/> RESTAURANT	\$10.00	<input type="checkbox"/> STOCK BROKER	\$100.00
<input type="checkbox"/> PHOTOGRAPHER	\$10.00	<input type="checkbox"/> PAWN/MONEY BROKER	\$100.00
<input type="checkbox"/> AUCTIONEER	\$37.00	<input type="checkbox"/> HOTEL/MOTEL	\$10.00
<input type="checkbox"/> JUNK DEALER	\$25.00	<input type="checkbox"/> COLLECTION AGENCY	\$10.00
<input type="checkbox"/> MOVIE THEATRE	\$100.00	<input type="checkbox"/> EMPLOYMENT AGENCY	\$100.00
<input type="checkbox"/> BOWLING ALLEY	\$25.00	<input type="checkbox"/> POOL/ BILLARD TABLE	\$25.00
<input type="checkbox"/> ADDITIONAL ALLEY	\$15.00	<input type="checkbox"/> ADDITIONAL TABLE	\$15.00

\$ _____ # _____

LIC. # _____

OFFICE USE ONLY

COIN-OPERATED DEVICES

MERCHANDISE OR SERVICE DEVICE	
<input type="checkbox"/> OVER 10¢ DEVICE	\$12.50 EACH
<input type="checkbox"/> 20 OR MORE DEVICES	\$250.00 TOTAL
AMUSEMENT OR MUSIC DEVICE	
<input type="checkbox"/> OVER 10¢ DEVICE	\$12.50 EACH
<input type="checkbox"/> 20 OR MORE DEVICES	\$300.00 TOTAL
LAUNDRIES & WASH DEVICES	
<input type="checkbox"/> MINIMUM FEE	\$15.00 TOTAL
<input type="checkbox"/> LESS THAN 10 DEVICES	\$3.00 EACH
<input type="checkbox"/> MORE THAN 10 DEVICES	\$30.00 TOTAL

BEER, WINE AND LIQUOR

BEER-NON INTOXICATING	
<input type="checkbox"/> CLASS A/CLUB, TAVERN	\$100.00
<input type="checkbox"/> CLASS B/ UNCHILLED ONLY-OFF PREMISES	\$15.00
<input type="checkbox"/> CLASS B/ PACKAGED BOTH-OFF PREMISES	\$100.00
<input type="checkbox"/> DISTRIBUTOR-OFF PREMISES	\$250.00
PRIVATE CLUB	
<input type="checkbox"/> FRATERNAL-NON PROFIT	\$375.00
<input type="checkbox"/> UNDER 1000 MEMBERS	\$500.00
<input type="checkbox"/> OVER 1000 MEMBERS	\$1250.00
WINE	
<input type="checkbox"/> WINE BY THE GLASS	\$250.00
<input type="checkbox"/> RETAIL-OFF PREMISES	\$150.00
<input type="checkbox"/> WEST VIRGINIA WINE	\$25.00

OTHER(OFFICE USE ONLY)

LEGAL NAME: _____

DBA: _____

MAILING ADDRESS: _____

HOME ADDRESS: _____

EMAIL: _____

BUSINESS PHONE: _____

OWNER(S) PHONE: _____

FORM OF BUSINESS: ☐ PROPRIETORSHIP
☐ PARTNERSHIP

☐ CORPORATION
☐ OTHER _____

☐ LIMITED LIABILITY CO.

FEDERAL IDENTIFICATION NUMBER: _____ DATE BUSINESS BEGAN IN CITY: _____

DESCRIBE BUSINESS ACTIVITY: _____

I certify this application to be true and accurate to the best of my knowledge.

SIGN: _____ DATE _____

PRINT: _____

A copy of your State Business Registration and all other State Licenses must be attached and application completed in its entirety.

THE CITY OF MORGANTOWN

FINANCE DEPARTMENT
389 SPRUCE STREET
MORGANTOWN, WV 26505

TO: All Business Owners or Operators

FROM: City of Morgantown Finance Department and the Morgantown Public Safety
Communications Center (MPSCC)

RE: After Hour Emergency Information

In an effort to better protect the interests of the community, the MPSCC keeps an active file of all businesses, in the City of Morgantown, with names of persons to be contacted in the occurrence of an emergency involving a business building. (Such as fire, intrusion or damage.)

This information is kept confidential and is used only by law enforcement and fire personnel. Please complete this form (print or type) and promptly return it to our center at either 300 Spruce Street or 389 Spruce Street, Morgantown, WV 26505

Thank you for your cooperation.

_____	_____
BUSINESS NAME	BUSINESS TELEPHONE NUMBER

BUSINESS STREET ADDRESS (COMPLETE)	

ALARM COMPANY NAME (IF APPLICABLE)	TELEPHONE NUMBER
PERSON(S) WITH KEYS (AFTER HOURS)	TELEPHONE NUMBER(S)
_____	_____
*****	*****
_____	_____
*****	*****
_____	_____
*****	*****
_____	_____
COMMENTS OR OTHER INFORMATION DEEMED NECESSARY: _____	

CHECK LIST

DO YOU HAVE OR HAVE YOU CHECKED ON THE FOLLOWING REQUIREMENTS IN ORDER TO OBTAIN A CITY BUSINESS LICENSE?

- _____ CHECKED TO SEE IF LOCATION IS PROPERLY ZONED.
- _____ CHECKED TO SEE IF YOU NEED A CERTIFICATE OF OCCUPANCY THAT IS AVAILABLE THROUGH THE BUILDING INSPECTIONS DEPARTMENT.
- _____ CHECKED TO SEE IF YOU ARE REQUIRED TO HAVE A HEALTH PERMIT
- _____ NOTIFIED THE FIRE DEPARTMENT FOR AN INSPECTION.
- _____ APPLIED FOR YOUR STATE LICENSES.
- _____ CHECKED ON SANITATION SERVICE THROUGH BFI 304-296-3696.
- _____ IF YOU PURCHASED THE PROEPRTY, CHECKED ON FIRE SERVICE FEES.
- _____ COMPLETED THE PROPER APPLICATIONS FOR CITY BUSINESS LICENSE.